

Data Universal Numbering System (DUNS) Information

What is a DUNS number? DUNS stands for data universal numbering system, the number is a unique nine- digit identifier that's become the industry standard for business listings worldwide.

Why do I need one? The number, which is provided and maintained by Dun & Bradstreet, is required by the federal Office of Management and Budget (OMB) which has determined that there is a need for improved statistical reporting of federal grants. OMB has adopted the use of the DUNS number as a way to identify organizations that receive grant awards and to track how federal grant money is dispersed. **Every DWSRF funding recipient must either have or obtain a DUNS number.**

What does it cost? There is **No** fee; getting a DUNS number is easy. Here's how you can get a DUNS number:

How do I get one or verify that I have one?

1. Before you call D&B or visit their website to apply for a DUNS number, please have the following information on hand listed below.
 - Organization name (Legal name)
 - Other name by which your organization is commonly recognized (if different than above)
 - Physical address, and mailing address (if different)
 - Headquarters name and address (if applicable)
 - Local telephone number
 - Contact name (CEO/organization owner)
 - Legal structure of the organization, year started, and number of employees
 - Primary line of business (SIC Code) (Standard Industrial Classification)
 - Is this a home-based business?
2. First, make sure you don't already have one. Call D&B Government Customer Response Center toll-free at 1-866-705-5711, or visit the website (address below). A representative will tell you if you need to apply for a new number.
 - A. If you **have** a DUNS number, please submit that information to DPH.
 - B. If you **do not have** a DUNS number follow the directions below.

You may choose from the following options to apply for your DUNS number.

3. Applying by internet, please click on the follow link:
<http://fedgov.dnb.com/webform/displayHomePage.do>

4. Applying by telephone, please call D&B toll-free at 1-866-705-5711.

Office of Management and Budget (White House) DUNS Information
http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

Once you have obtained or verified your DUNS number, please write the number in the appropriate box on the Financial Assistance Application. If you have any questions, please feel free to contact the Drinking Water Section @ 860-509-7333 and ask for a DWSRF representative.